

April 21, 2023

**NICK FREDDY R. BELLO**

Head

Accounting Office

Visayas State University

Visca, Baybay City, Leyte

Dear Sir Bello,

I am writing this letter to apply for the position of Administrative Aide position in your office. I came to know about the opportunity from the VSU website.

I am a graduate of Bachelor of Science in Food Science and Technology here at the university. After graduation I was able to work in food industry as Quality Assurance Officer and as a Science Research assistant. I was pursuing Masteral studies, but unfortunately I stopped due to some financial problem.

I believe that with the experiences I have made me realize that I need more training to further enhance my knowledge and skills to be more efficient. With my positive attitude and great determination to pursue graduate studies, I am confident that I can be a good addition to your office. The knowledge, skills and techniques are a great match for the position as the role combines my interests and my previous work experiences.

In line with this, I can attest to the fact that I can dutifully carry on the job responsibilities of the mentioned position.

Thank you and God bless.

Very truly yours,

Carmi M. Sukanob